

FREE NATIONALLY RECOGNISED TRAINING

CERTIFICATE II - IV IN BUSINESS
CERTIFICATE II - III IN CUSTOMER CONTACT
CERTIFICATE III - IV IN BUSINESS ADMINISTRATION
CERTIFICATE IV IN MARKETING

- Are you not currently working but intending to seek employment?
- Are you an Australian citizen or a permanent resident of Australia and over the age of 15?
- Would you like to increase your current skills base to enable you to pursue a rewarding career?

The State Government will cover the entire cost of tuition and resources for you to complete a Nationally Recognised Qualification.

As part of the Productivity Places Program, the State Government recognises the importance of nationally recognised training in assisting job seekers to acquire skills and gain lasting employment.

Skills@Top is currently offering the above training programs to eligible participants under the Productivity Places Program.

Enjoy the total learning flexibility of E-Learning, where you can learn anytime, anywhere and without interrupting your other commitments. Full trainer support is provided for the duration of the training and upon completion, you will receive a Nationally Recognised Qualification to enhance your resume and professional development portfolio.



“Updating your work skills through accessing training opportunities shows employers that you are serious about your job search. It shows that you are pro-active and have taken the initiative to advance yourself and your knowledge, which goes a long way in the business world.”

Belinda Hermann, General Manager, Top Office Personnel Pty Ltd

Please note that there are limited places available and you cannot start another free course while completing one.

To discuss your eligibility and apply for training under the Productivity Places Program, please contact Skills at Top on 3812 2920 or email skills@topoffice.com.au

Enrol today, start tomorrow and take advantage of this fantastic opportunity to increase your skills and employment opportunities!